



The Legion of Mary

COUNCIL VISITATION FORM

Form CV

***To be used by Regia Visitors only and mailed to Regia President.**

GUIDELINES FOR REGIA VISITORS:

Whenever possible answer questions with Yes or No or Brief answer

In getting to the meeting at least 15 minutes early let the Council officers know that after their council meeting you will meet with them (approx 30-45 minutes) to discuss the form below that has been filled out as you observed their meeting.

Visitors should be gentle, cheerful, friendly, helpful, good listeners. Don't be severe or critical! Ask in what way you may be of help to the Council. Encourage the Curia officers to write to their correspondent when they have any questions or problems. The Correspondent will deal with any major problems you found in the meeting. Correct any small things while on the visit. Answer their questions only if you are sure of the answer; otherwise refer questions to the Correspondent and the Regia President.

REPORT FORM

_____ was visited on _____

Council name

Day and Date

at _____ . Date Council was founded _____

Meeting opened at _____ Meeting closed at _____

Number present _____ Number late _____ Spiritual Directors Present _____

Attends regularly _____

COUNCIL OFFICERS

| <u>NAME</u> | <u>ADDRESS</u> | <u>PHONE</u> | <u>TERM</u> | <u>DATE APPT.</u> |
|--------------|----------------|--------------|-------------|-------------------|
| PRES. _____ | _____ | _____ | _____ | _____ |
| V.P. _____ | _____ | _____ | _____ | _____ |
| SECT. _____ | _____ | _____ | _____ | _____ |
| TREAS. _____ | _____ | _____ | _____ | _____ |

The following were in attendance: Pres. _____ V.P. _____ Sect. _____ Treas _____

of Curia attached: _____

of Sen.Praes. Attached: _____ # Senior Praes. Under Ext. _____

Junior Praes. Attached: _____ # Junior Praes. Under Ext. _____

of Active Members: _____ Praetorians: _____

of Auxiliary Members: _____ Adjutorian: _____

Do they have the following Committee Chairman appointed?

Publicity: _____ Extension: _____ Visitation: _____

P.P.C.: _____ Telephone: _____ Recruiting Drive: _____

Are they familiar with and/or have they participated in the following at the Councilor Praesidia level?

P.P.C.: _____ Exploration Dominicalis _____

Patricians _____ Can the council help in starting one? _____



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ALTAR (Is the silver polished, fresh flowers etc.) Comments:

PRAYERS Are they said in unison, prayerfully? _____ Are and extra prayers or intentions added? _____

SPIRITUAL READING: Reason for choice _____
length: _____ Sign of the Cross done? _____ Was there any break between the rosary and the Spir. Reading? _____
Additional Comments: _____

MINUTES: length--too short _____ too long _____ adequate _____
Where motions properly made? _____ signatures obtained? _____
Corrections noted in the margins adequate or excessive? _____
Additional Comments: _____

WELCOME: Did the President welcome all? _____ Were any guests present? _____ Did they have permission to attend the council meeting? _____

(If there are any questions on GUESTS refer to Handbook pg. 71)

CORRESPONDENCE: Is the correspondent's letter read at the meeting and discussed? _____
Are the higher council's minutes highlighted or are any directives or Concilium Minutes recapped so the body has a general idea of what is going on? _____

ANNUAL AND INTERIM REPORTS: Where there any praesidium reports given at the meeting? _____ Curia Reports? _____ Did people discuss and comment after they were given? _____ Remember you always praise first then give constructive criticism. Are the terms of office checked by the Council V. P.? _____
Was there any substantial _____ or heroic work being done? _____ Did you notice any material relief being given? _____
Additional Comments: _____

HANDBOOK STUDY: Did they have any? _____ If so how long was the introduction by the leader (should have been assigned last month) _____ and how was the discussion that followed by the body? _____ or were they asleep? _____



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FUNDS OF THE COUNCIL: Has there been an annual audit of the Treasurer's books? _____

If not why? _____

Balance on Hand: _____ Last donation _____ and the date of the donation: _____

What condition is the ledger in? _____ Are they adequate supplies

available for sale at the meeting? _____ if note why? _____ Are the funds

used properly? _____ Do you find any expenses that seem funny or not proper?

_____ Comment on such _____ Do they subscribe to MARIA LEGIONIS?

_____ Are there subscription forms there for them to use if needed? _____

Are subscriptions discussed at each meeting? _____ Do members know that they can submit

interesting articles? _____

FUNCTIONS: Do they hold an Acies? _____ Was Acies held separately and not a part of

the Curia Mtg.? _____ Were the Spiritual Director's invited? _____

Where Auxiliaries invited? _____ Did they have a Congress? _____

Morning of Recollection? _____

Are monthly officers' meetings being held by Council officers to plan agenda and discuss problems? _____

CONFIDENTIAL CONSIDERATIONS

1- President's Presiding: (Does he overtalk?, Does he seem prepared for the meetings? Does he accept ill prepared reports? Allow side conversations? _____

2- Quality of the Minutes (in general, condition of notebook)

3- Are the member commenting when necessary? _____

Is there a friendly atmosphere among the officers of the Council _____

and the officers of the praesidia? _____

4- General Standard of the Council: _____

5- Any improvement that you feel are required: _____

6- Any suggestions that were made to the officers: _____

Council Visitor

Council Visitor

Date



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Dear Miami Regia Visitors of Praesidia or Councils:

This is a very serious assignment you have been asked to do by the Visitation Committee. The Handbook pg. 78 says this must not be done in a "carping or fault-finding fashion..." but in a spirit of affection and humility. Remember there is often as much to be learned as to teach when carrying out this assignment. We have chosen you for this assignment because you are an "experienced Legionary".(HB page-78)

SOME POINTS TO REMEMBER

- 1. Arrive early (at least 15 minutes) to meet the officers and members.**
- 2. Use Form PV or Form CV and complete it thoughtfully.**
- 3. SMILE! Your attitude must be friendly and congenial.**
- 4. Do not take part in the meeting. Sit outside the circle of members and join in the prayers only.**
- 5. You are there as an observer and they are to conduct their meeting as usual.**
- 6. Meet with the officers after the meeting for information not covered during the meeting i.e. last donation to Regia; other works they are doing etc..**
- 7. Complete the confidential part of the form with your partner and return it as soon as possible after the visitation to the Visitation Chairman.**

In Jesus through Mary'

The Visitation Committee